



## **Incident Command Application System (ICAP) Incident Commander User Guide**

This short guide will show Incident Commanders and staff how to post positions available and select applicants.

The ICAP system was developed to facilitate Incident Command Teams filling positions. IC Teams may use the system to identify which positions they need to recruit for, list applicants and their qualifications, and select applicants for a position as a primary, alternate, trainee, job share, and/or apprentice. Teams have full control over how many positions to advertise, (or all), how many applicants may fill a position, and the type for each applicant (Primary, Alternate, Trainee, etc).

ICAP is a web based system. No software is necessary to download and install. Access to the system is controlled by the USDA eAuthentication Security System. While this system is managed and used by all USDA agencies for payroll and retirement information, anyone may request access. EAuthentication has passed USDA CIO Certification and Authentication. Further information is available upon request.

ICAP is run and managed at the USDA National Information Technology Center (NITC), Kansas City, Missouri. NITC has passed USDA CIO Certification and Authentication. Instructions for creating a eAuthentication account and requesting access to ICAP may be found in the document 'eAuthentication Account Creation.doc'.

Once you have created an account, go to the web site: <https://fireportal.usda.gov>

This portal is used to access the many web applications and information hosted by the PNW Fire and Aviation Staff, with ICAP being one.

The first time in you must request access to ICAP. Select Request Access to a system from the Fire Portal menu. Select ICAP. You will automatically be granted access, and you will see the ICAP menu item. Select that and you will enter and use the ICAP system.

For access as an IC or GACC Coordinator you must provide a reference contact to Dale Guenther, 503-808-2188 or [dguenther@fs.fed.us](mailto:dguenther@fs.fed.us).

## Using ICAP for Team Selections:

1. From the Home screen select the IMT Roster Tab.

Position	Code	Status	Action
Air Operations Branch Director	AOBD	Open	Select applicants
Air Support Group Supervisor	ASGS	Open	Select applicants
Air Tactical Group Supervisor	ATGS	Open	Select applicants
Base Camp Manager	BCMG	Open	Select applicants
Claims Specialist	CLMS	Open	Select applicants
Communications Technician	COMT	Open	Select applicants
Communications Unit Leader	COML	Open	Select applicants
Compensation/Claims Unit Leader	COMP	Open	Select applicants
Computer Technical Specialist	CTSP	Open	Select applicants
Cost Unit Leader	COST	Open	Select applicants
Demobilization Unit Leader	DUL	Open	Select applicants

2. Clicking on the Position link will open the screen for this position for your team.

**ICAP: POSITION FORM**

**ICAP Position Details**

Position: Air Operations Branch Director

Position type: Operations

Position code: AOBD

Comments: Existing position is Bob Smith


Status: Open

Comments may be entered. They can only be viewed by you, or others granted IC access to your team.

Selecting Status 'Open' will then allow the position to be viewed by applicants as open, and they may apply to it. To close a position, return to this screen and select 'Close'. Applicant may no longer apply. You can open and close any number of times. Applicant will be retained if they applied.

3. Clicking on the ‘Select Applicants’ link will allow you to see all applicants who have applied, and their preferred status for the position.

4. Selecting the applicant name will show the applicant's contact information, job qualifications, and history for this position.



HOME	IMT ROSTER	POSITIONS	APPLICANTS	REPORT	LOGOUT
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### ICAP: APPLICANT DETAILS

#### ICAP Applicant Profile

Name:	Bob Smith
Retired:	N
Agency:	USDA Forest Service
Agency address:	PO Box 3623
City:	Portland
Country:	US
State:	AZ
Zip:	97086
Dispatch agency:	Forest Service
Agmt. holder agency:	Mt Hood Dispatch
Email:	bsmith@fs.fed.us
Work phone:	555-5550-4444
Home phone:	555-5550-3333
Cell phone:	555-5550-3333
Pager:	555-5550-3333
Dispatch phone:	555-5550-3333
Fax:	555-5550-3333
Jet port:	PDX
Weight:	188
Weight:	188
Weight:	188

**APPLIED FOR:** Air Operations Branch Director

**Consideration**  
PRIMARY

**Interest**  
I am fully committed in providing exceptional operational support.

**Quals**  
I have worked 12 years in air operations, with the last 4 as air operations manager. I have managed many difficult situation, with no injuries or loss of resources.

**Recs**  
Mr. Guenther is thoroughly qualified for this position, and has my full support.

**APPLIED FOR:** Air Support Group Supervisor

**Consideration**  
ALTERNATE

**Interest**  
I am fully qualified for this position based on my Air Force experience.

**Quals**  
12 years experience in the Air Force.

**Recs**  
Dale is fully qualified for this position.

5. Coming back to the 'Select Applicants' screen, you can change the applicants status for this position by clicking on the 'Change' button. When the applicant applied they selected how they wanted to be considered. In your selection for this position you may select who is the primary, the alternate, trainee, etc. If you select more than one Primary applicant, you will then be 'filling' this position with more than once. For example you may elect to have many people as Division Supervisors.

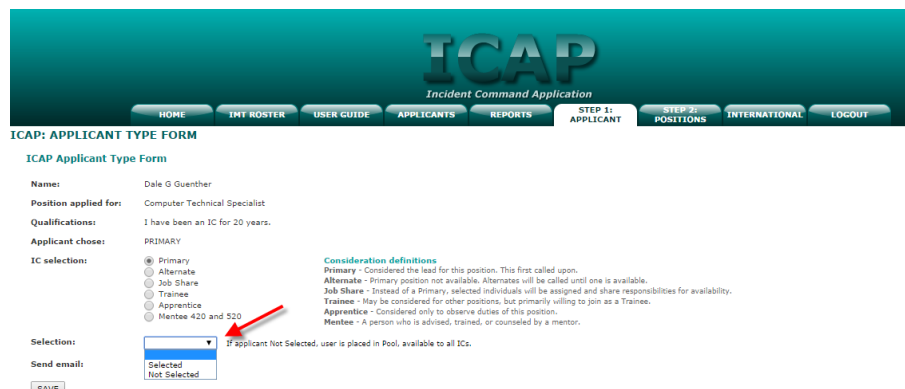


	Team	Applicant Type	Phone
	NW Oregon	PRIMARY <span>Change</span>	555-5550-4
	NW Oregon	ALTERNATE ONLY <span>Change</span>	444-444-44

**Note:** The 'Change' button will only display when the position is closed. This is to ensure selections are made only after applicants have applied.

Also note that if an applicant has been selected by another team in your GACC the 'Change' button will not display. This is to prevent an applicant from being selected for 2 positions. A GACC Coordinator may still choose or change the applicant status for selection.

If an applicant is selected for a position in another GACC, that GACC and team will be displayed in the Team column, and the 'Change' button will still be available for you to select this applicant in your GACC.



**ICAP: APPLICANT TYPE FORM**

**ICAP Applicant Type Form**

Name: Dale G Guenther

Position applied for: Computer Technical Specialist

Qualifications: I have been an IC for 20 years.

Applicant chose: PRIMARY

IC selection:

- ☒ Primary
- ☐ Alternate
- ☐ Job Share
- ☐ Trainee
- ☐ Apprentice
- ☐ Mentee 420 and 520

Selection: ▼

Send email: Selected Not Selected

SAVE

**Consideration definitions**  
**Primary** - Considered the lead for this position. This first called upon.  
**Alternate** - Primary position not available. Alternates will be called until one is available.  
**Job Share** - Instead of a Primary, selected individuals will be assigned and share responsibilities for availability.  
**Trainee** - May be considered for other positions, but primarily willing to join as a Trainee.  
**Apprentice** - Considered only to observe duties of this position.  
**Mentee** - A person who is advised, trained, or counseled by a mentor.

**IC selection:**

- ☒ Primary
- ☐ Alternate
- ☐ Job Share
- ☐ Trainee
- ☐ Apprentice
- ☐ Mentee 420 and 520

**Selection:**

If applicant Not Selected, user is placed in Pool, available to all ICs.

**Send email:**

☐ Yes  
☐ No

6. Managing the Pool for a position. A ‘pool’ for each position on a team is available to manage applicants between teams.

An applicant may apply to a position on a team(s), or to the pool for that position. If they apply to a team only that IC will see their application and select them. If they apply to the pool for that position then all ICs may locate and select them from the pool to their team. Only one IC may select them, as they are then removed from the pool.

# ICAP

Incident Command Application

HOME
IMT ROSTER
USER GUIDE
APPLICANTS
REPORTS
STEP 1:  
APPLICANT
STEP 2:  
POSITIONS
INTERNATIONAL
LOGOUT

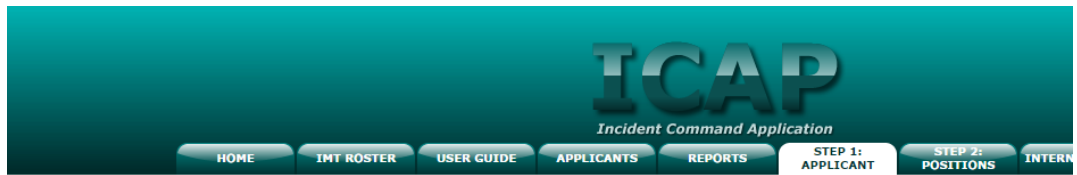
**ICAP: APPLICANTS**

**ICAP Applicants Computer Technical Specialist** | [View ORCA pool \(0\)](#)

Yellow = Needs approval, Red = Denied

Applicant Name	AD/EFF	Position	Date Applied	Team	Applicant selected by team	IC Chose	IC selection	Applicant Chose	Phone	Cell	Address
<u>Dale G Guenther</u>	Cooperator supplemental	Computer Technical Specialist	10/02/2014	ORCA	Central Oregon			PRIMARY	555-555-5555	555-555-5555	Here

To access the pool for a position click on the link 'View Pool'. The number in parentheses indicates the current number of applicants in the pool for this position.



#### ICAP: APPLICANT POOL

##### ICAP Applicants in the pool

Applicant Name	AD/EFF	Position	Date Applied	Select	Remove	Email applicant	Applicant Chose	Phone
Dale G Guenther	Cooperator supplemental resource	Computer Technical Specialist	10/02/2014	Select from pool	Remove from pool	Email applicant	PRIMARY	555-555-1

To select an applicant from the pool to your team, click on the link Select from Pool. Once this is completed the applicant will no longer show in the pool for other ICs to select from.

GACC administrators also have the ability to Remove an applicant from the pool. This is essentially removing the applicant from all considerations for this position. They may also email the applicant to advise them they are still in the pool for consideration for selection to a team.

7. Selecting the 'Report' tab at the top will present a list of reports available.



#### ICAP: REPORT

##### Please select a report

**Applicants** A complete list of all applicants for the selected GACC.

**Applicants (Outside GACC)** A list of applicants from your GACC who have applied to other GACCs.

**Applicant Pool** A list of applicants who applied to, or were placed in the pool by not selecting them for a position.

**Applicant Pool (Not Selected)** A list of applicants who are still in the pool available for selection. They have not been selected yet.

**Applicant Pool (Selected)** A list of applicants who were selected out of the pool.

**Applicant Pool Emails** A list of email addresses for those still in the pool. Useful for sending email updates.

**Selected Applicants** Applicants who have been selected for a position.

**Individual Applicant Report** A report showing all applications and selections for an individual applicant.

**Users Not Applied** List of users who completed Step 1, but did not complete Step 2 and